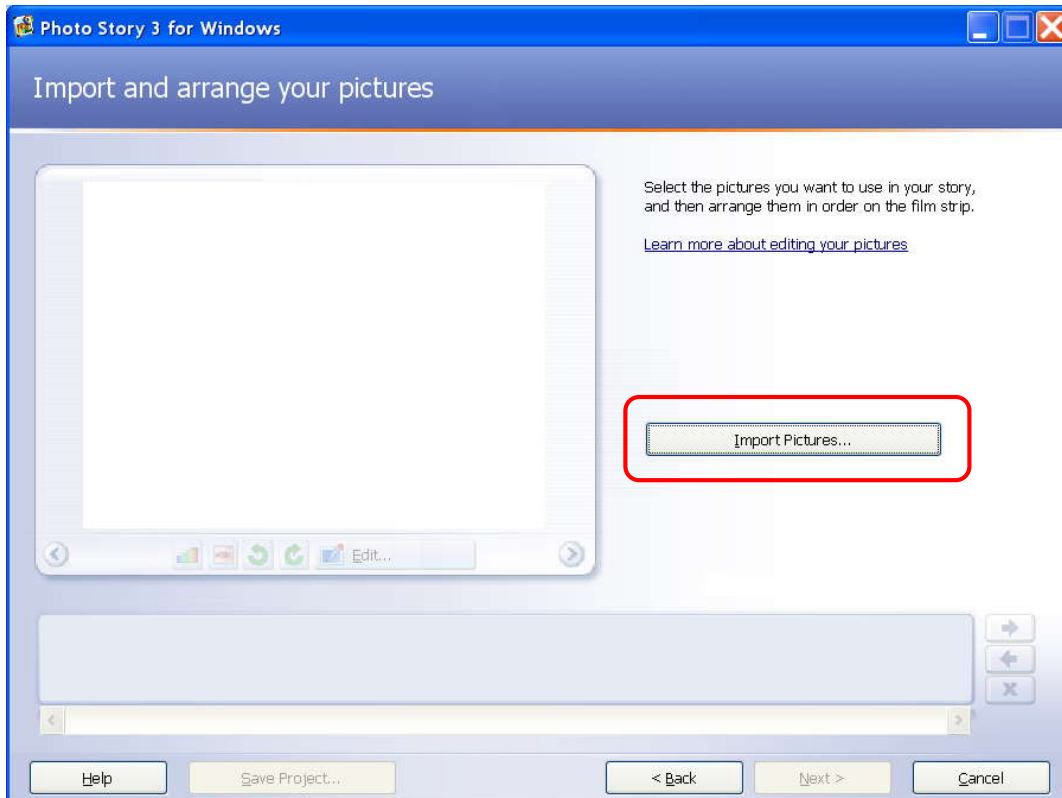


Creating presentations with Photo Story 3 by Microsoft This program can be downloaded for free. Google Photo Story and click on the Microsoft link to download this application if necessary.

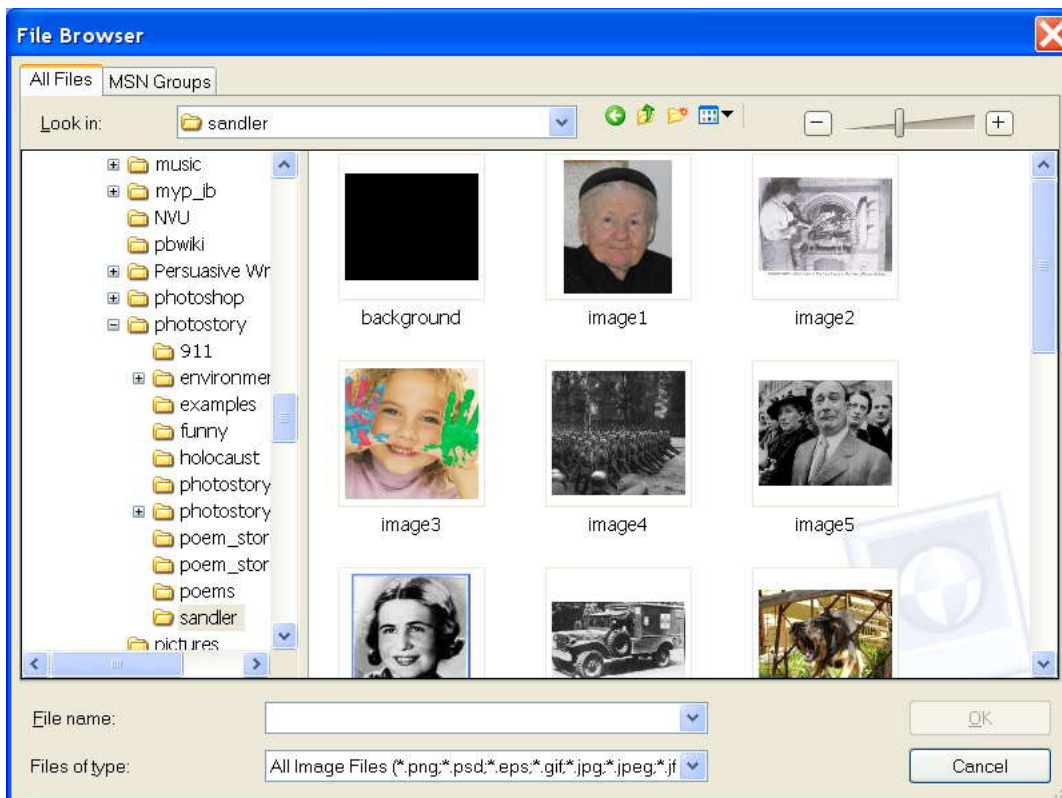
1. Before starting this project, you need to have your images prepared and saved in a folder. To maintain quality throughout your presentation, the images should be the same size. If resizing images isn't an option, make sure you get images that are roughly 640 X 480 pixels. If you use small images and stretch them, you will lose quality.
2. You should complete the **plan poem** document, which requires you to break down several parts of a poem and get images.
3. To open the program if it isn't on your desktop, choose **Start | All Programs | Photo Story 3**
4. When the following window pops up, select one of the following options and then click on the **Next button**.
5. In this case, **Begin a new story** was selected. If you had a project already created and it needed editing, you would choose **Edit a project**



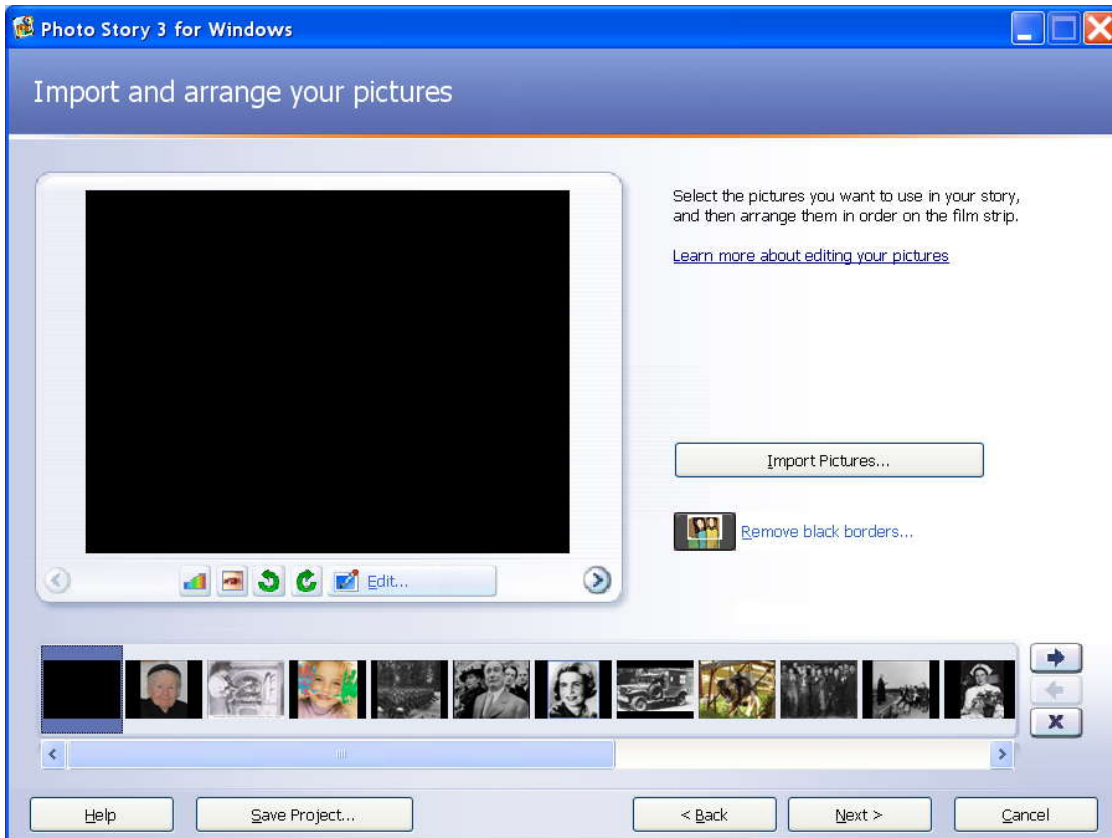
6. When the **Import and arrange your pictures** window pops up, click on the **Import Pictures** button.



7. Navigate to the folder where you placed your images. Select all the images intended for this project. To select more than one image at a time, hold down the Ctrl key on your keyboard.



8. After selecting the images and clicking on the **OK** button, the following window should appear with your images. If an image isn't in the correct location, click on it and drag and drop it where it belongs. If you saved the images as image1, image2, etc. you shouldn't have to move photos around.



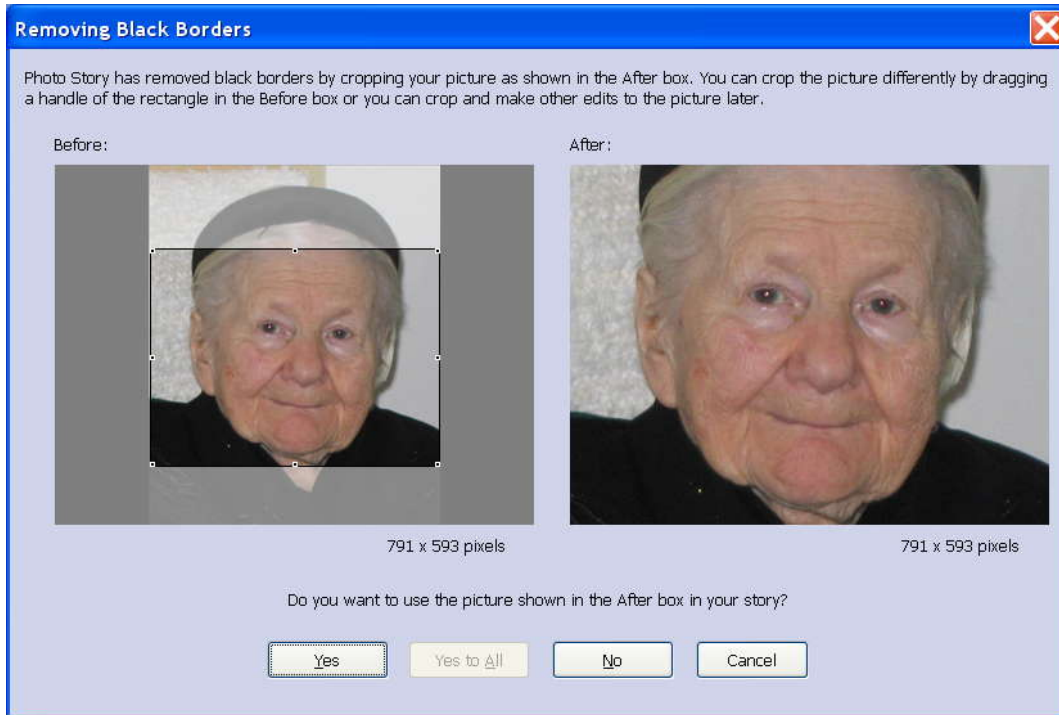
9. This would be a good time to save. To save, click on the **Save Project** button.
10. I would save the project in the same folder as the images to keep everything organized. Make sure you name the project with a name that compliments the project. For example, if it is about the Holocaust, name it Holocaust.

Removing black borders: Some choose not to remove the black borders because it can be tedious and time consuming if it is to be done right. If you resized all the images the exact same size, I would ignore this button. However, in this example, many of the images are of irregular shapes, I would choose to **Remove black borders** by clicking on it for every image.

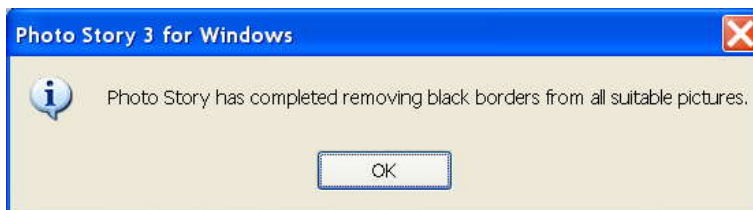
11. If you try to move forward without removing the black borders, you will most likely get this warning:



12. If you want to remove the black borders that may appear around your image, click on the **Remove black borders**.
13. The following window should appear. Move the box in the **Before** category to capture part of the image. You can see what it will look like in the **After** section.

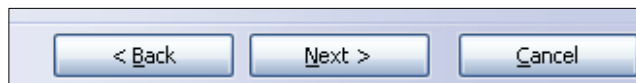


14. Photo Story will remove the black borders by cropping your picture as shown in the **After** box. It will also make your images all the same size, which is more professional. Continue to click **Yes** and not Yes to All so you can control how all the images will be cropped.
15. You might want to reconsider clicking on the **Yes to All** button when you remove the black border, since it might crop out details that you don't want it to. If you have a lot of images and you don't have time to edit each image, you can click Yes to All, at the risk of possibly getting a less than satisfactory result.
16. When you have completed the removal of black borders, the following window should pop up: Click **OK**.

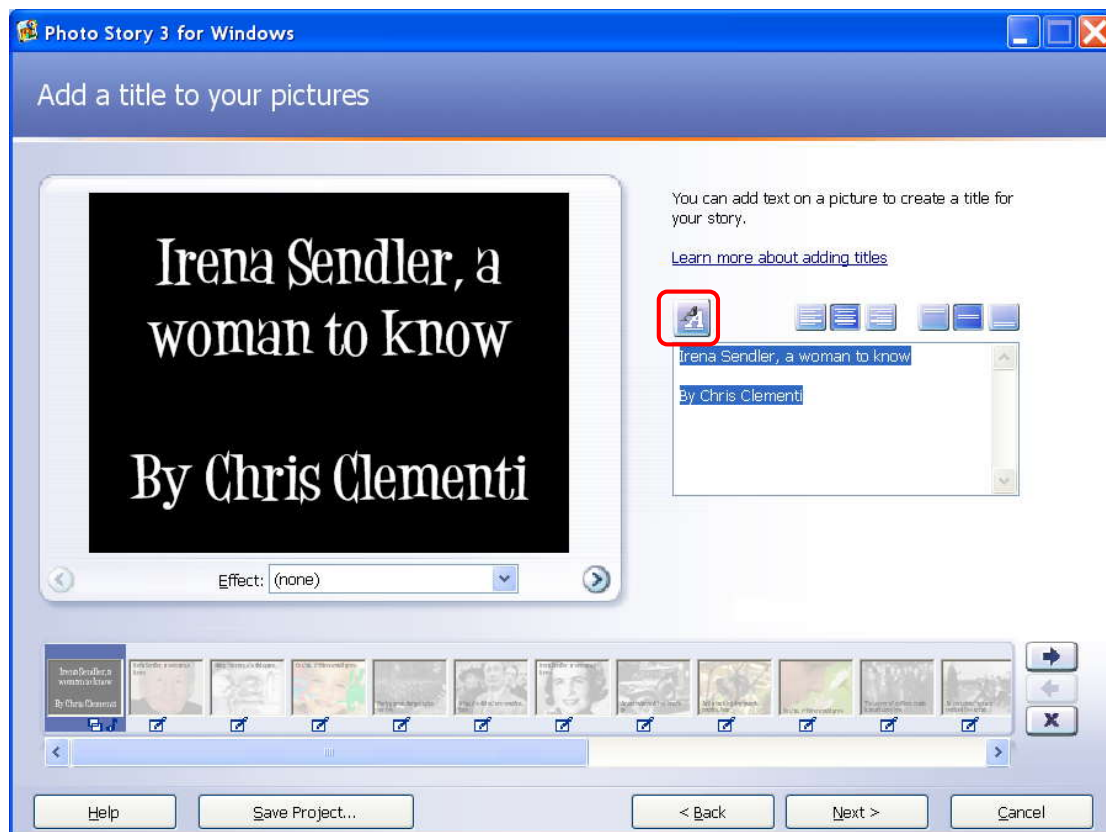


Adding a title to your pictures

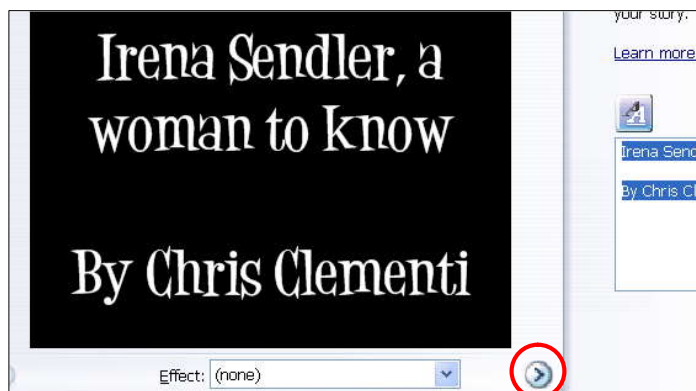
17. Click on the **Next** button to add a title to your pictures



18. The first slide should be your title slide. In this case, I just got a solid black image to add the title. When I typed the title in the text box, it wasn't showing because it was black text on a black background, so I clicked on the **Select Font Icon**. I changed it to white, resized the font and changed the font style to my favorite title font. Please choose a font that is readable.



19. To get to the remainder of the images to add text, click on the **Next Picture** arrow. See below.



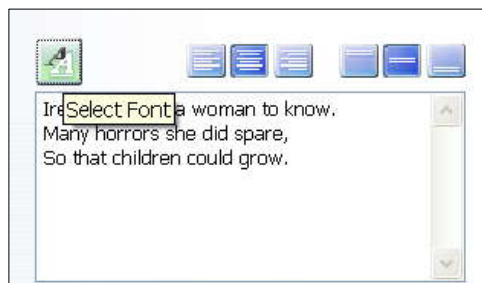
20. After typing in the text box associated with this image, it was difficult to read. There are several options to solve this problem.



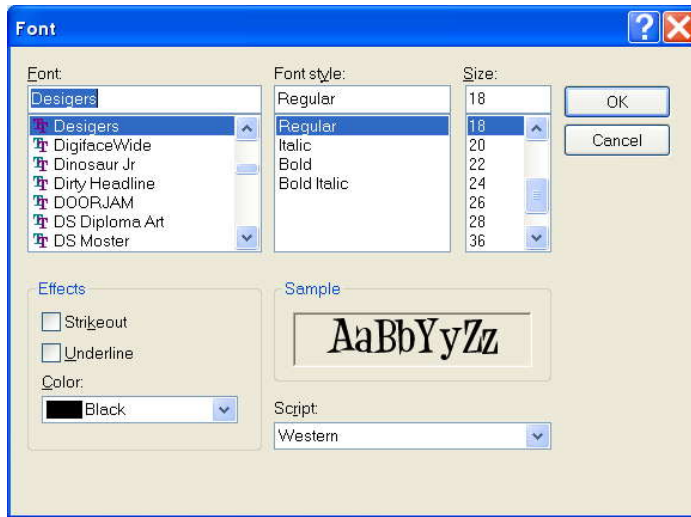
21. The text needs to be resized and aligned so people can read the words and see the image. You might also choose to add an effect so that the text can be read.
22. You can experiment with the **Effect** options. Personally, I tend to pick one effect and consistently apply it throughout all other slides. Consistency is considered good design. I prefer Washout because it fades the image.



23. To change the font, click on the **Select Font** icon.

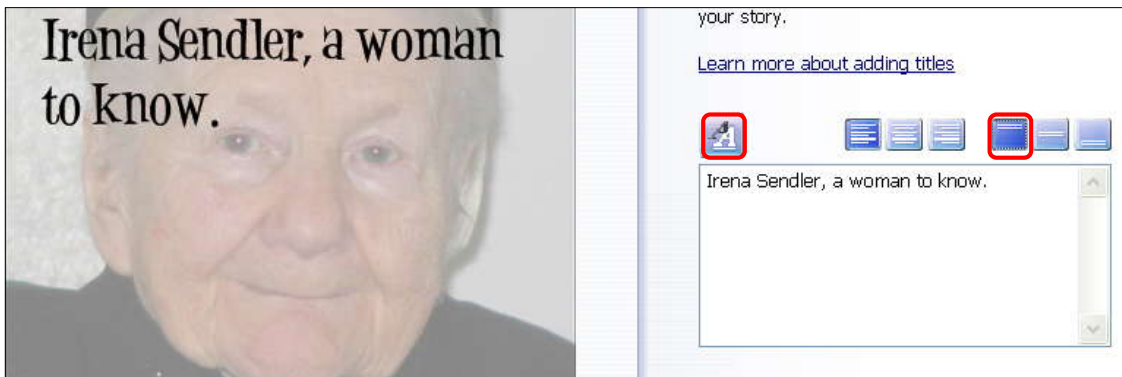


24. Whatever font style, size and color you choose, you want to consistently apply it to your entire poem. Remember, consistency is good design.
25. The following font size, style and color were chosen and will consistently be placed on all the slides.

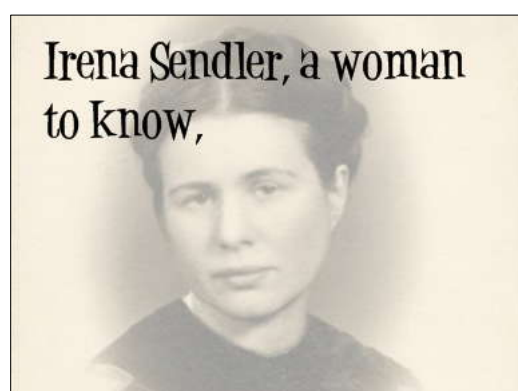


Design: I chose Designers, Regular, size 18 and black as my font scheme. This will be the scheme consistently used on all slides except the title and the credit's page.

26. You must then align the text accordingly, I personally prefer left aligned instead of center. According to Robin Williams, a well known author of design books, aligning left or right makes the page a little more sophisticated. She might claim that my title page is dull because it is centered.
27. The first photo has the text **aligned left** at the **top** of the window.

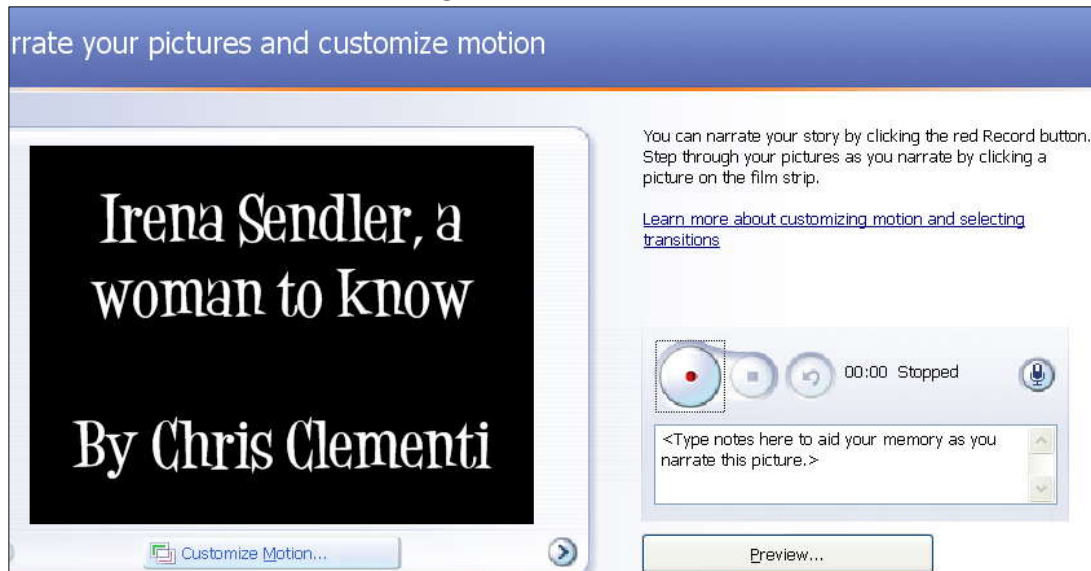


28. I would prefer to do this to all the slides, but it may not be an option if readability is sacrificed. I will try and be consistent.
29. Notice, the two slides below represent two possible ways the text is aligned; top or bottom but always left aligned. All images are **Washout**.



Adding Voice

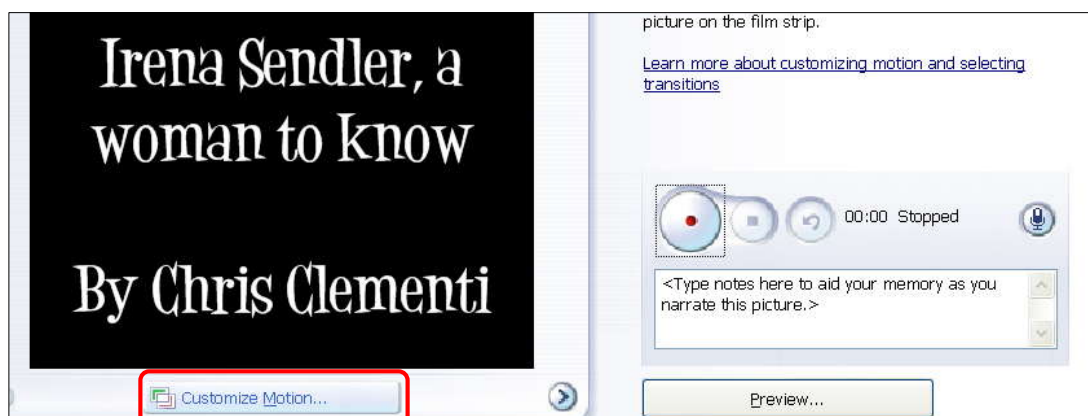
30. When you have made the desired changes to the picture's title, click on the next button.
31. The **Narrate your pictures and customize motion** window will appear. You can record your voice using the features of this window. Return to the first slide or slide you intend on recording.



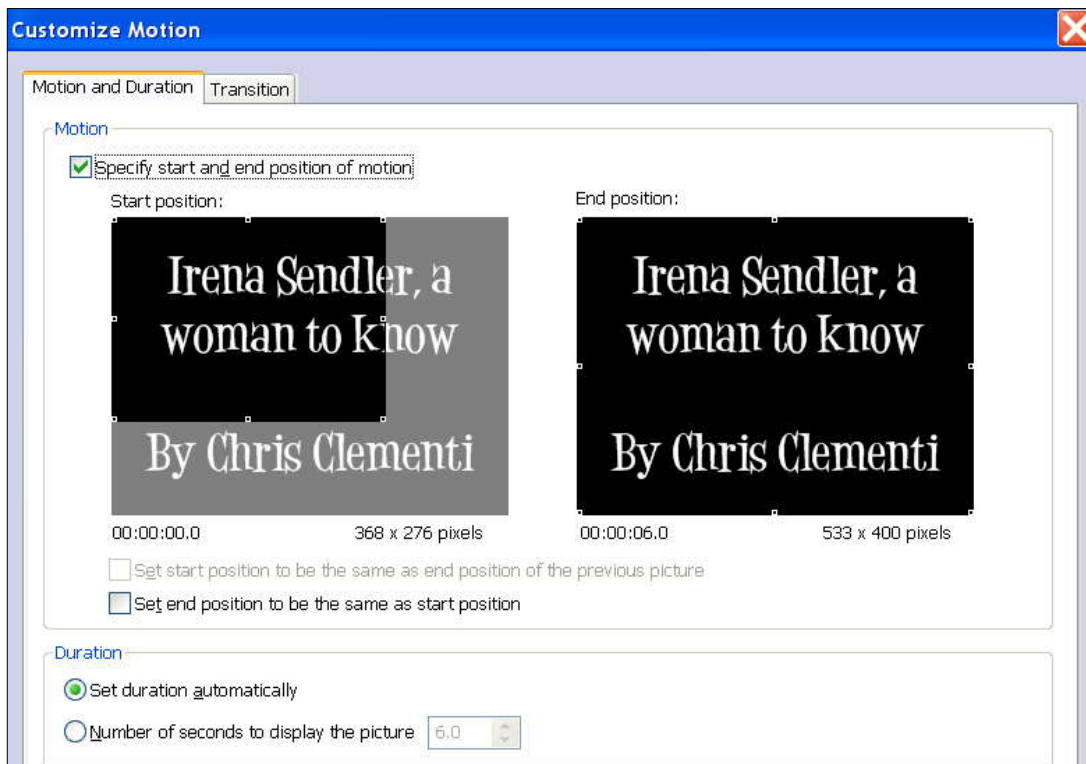
32. If you choose to record your voice for the slides, make sure the microphone is set up. You might want to type in the text box what you intend to say so that the narration can go more smoothly. Click on the **Record Narration** button and start recording.
33. When you are done recording, click on the **Stop** button.
34. Preview your slide with narration by clicking on the **Preview** button.
35. If you don't like the preview, click on the **Delete Narration** button.
36. Continue recording for slides if necessary. This is a great feature associated with this application.

Customizing the motion and transitions of the slide

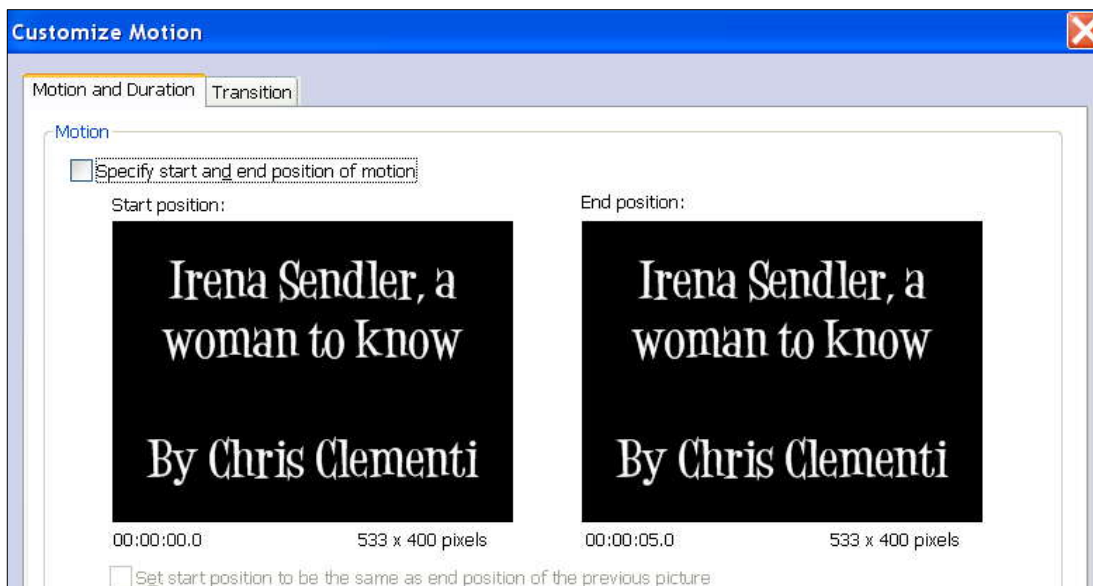
37. Click on the **Customize Motion** button if you want to add motion or transitions.



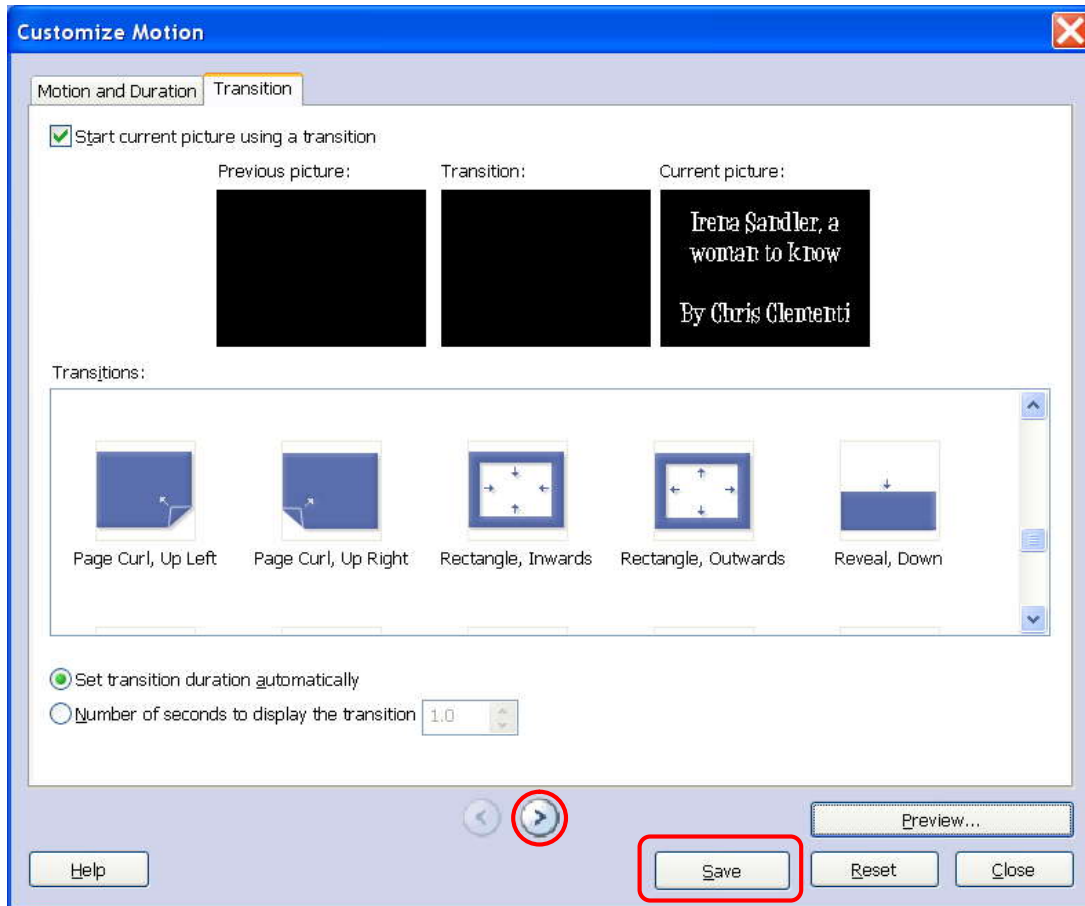
38. To change the motion and duration of the slide, click on the **Motion and Duration** tab when the window pops up. See below:
39. The box surrounding the first image was resized to have the effect of the image starting out with just part of the title and then slowly showing the entire title by the end of the slide's transition. You can move that first box to focus anywhere on the image. Always click on the **Preview** button to determine if you like the effects. You can leave the default of **Set duration automatically** or choose the seconds per slide by selecting the **Number of seconds to display the picture** and changing the seconds. Personally, I leave it checked on Set duration automatically.



40. I also prefer not to check off the Specify start and end position of motion.



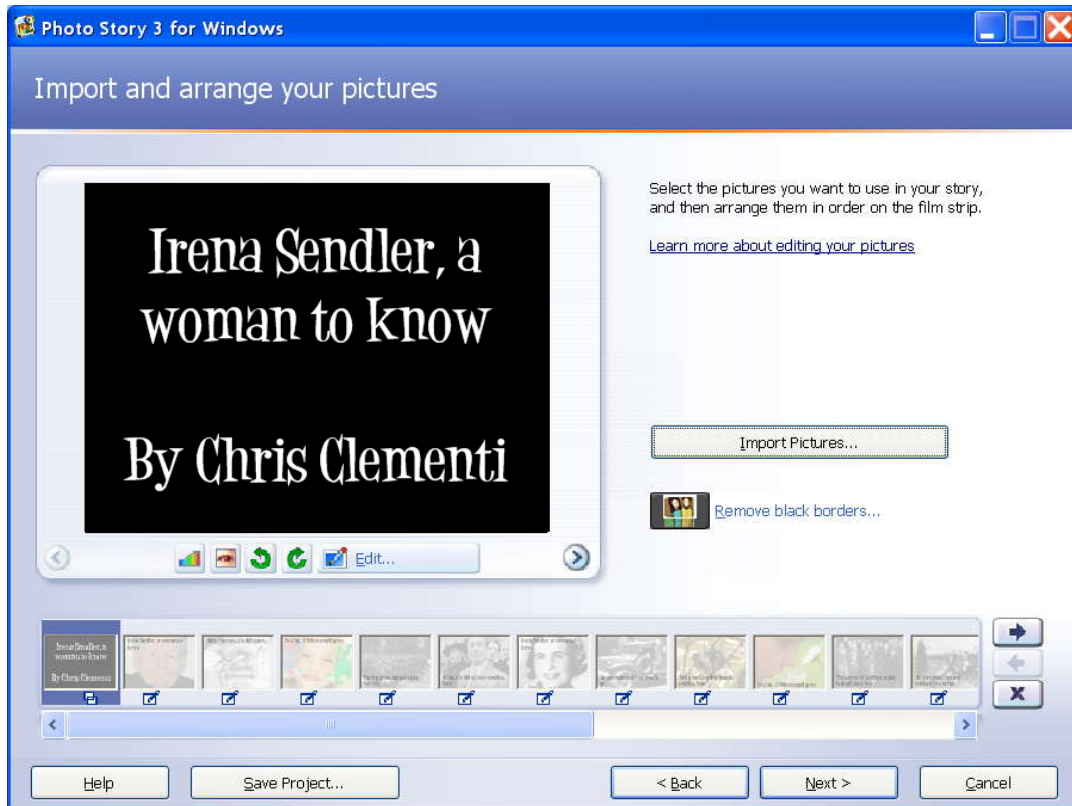
41. I also prefer to not even add a transition. If you didn't even touch this window, all your slides would fade through smoothly, which is my favorite. Additionally, it is consistent, which is good design.
42. To add transitions, click on the **Transition** tab in the **Customize Motion** window.
43. Select one of the transitions and then preview it. If you are happy with the effect, click on the **Save** button and then click on the **Next Picture** icon.



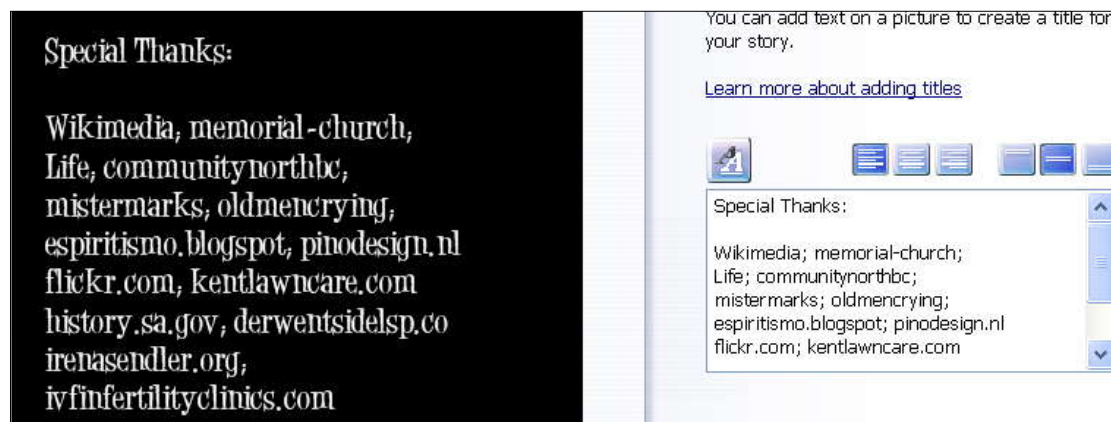
44. You can always click on the **Preview** button to observe your changes.
45. You can click on the **Go to Next Picture** arrow to add transitions to the remaining images.
46. When you are finished with the motion and transition options on all the slides, click on the **Close** button in the **Customize Motion** window and then click on the **Next** button in the **Narrate Your Picture** window to set up background music if you wish.

Adding Credits

47. If you didn't have an image for your credits, you can save an appropriate image to add your credits. In my case, I have to get the black image that I used earlier for my title page.
48. You must click on the **Back** buttons of your windows until you get to the **Import and arrange your pictures** window.



49. Click on the **Import Pictures** button and locate your image for credits.
50. Once the image is loaded into Photo Story, make sure it is placed at the end of the presentation.
51. When typing in the credits, you might have to be creative to fit it all on one slide. You may have to have more than one background image to fit all your credits. More than one source was on the same line, separated by a semi colon.

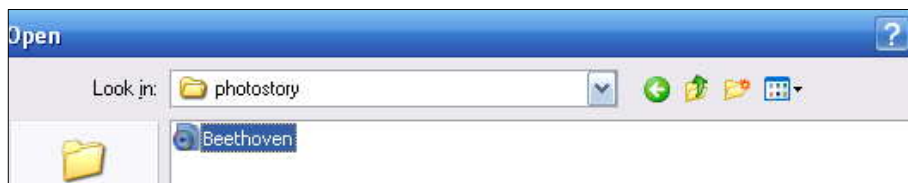


Setting up background music

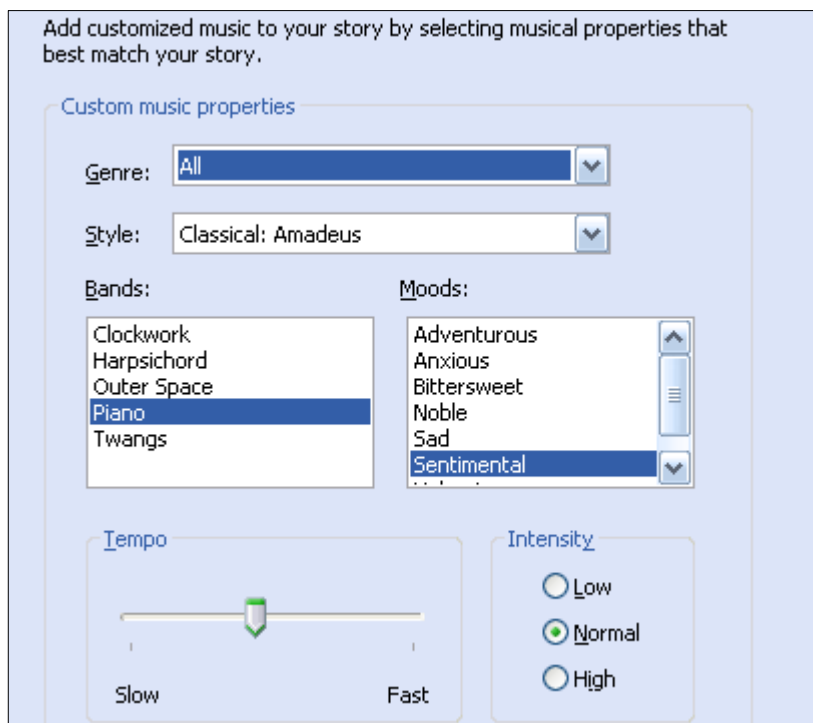
48. If you don't wish to add music, click on the **next** button. Otherwise, click **Select Music** to add music from your folder or create your own music by clicking on the **Create Music** button.



49. If clicking on **Select Music**, navigate to the folder that contains the song. In this case, the song was placed in the same folder that contains the images for the presentation.

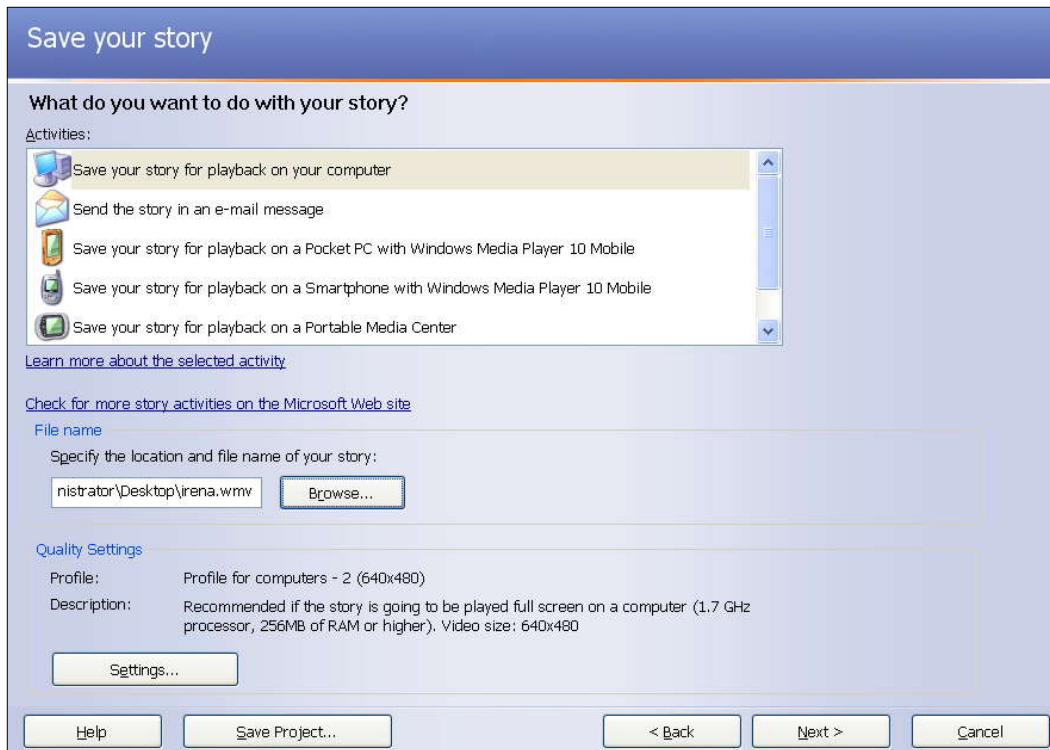


50. If clicking on **Create Music**, experiment with all the possible options and then click on the **Play** button to hear your selection. When you are satisfied with the results, click **OK**.



Tip: Adding custom music to your story could result in the presentation taking longer to build. If you use the Create Music option, you don't have to worry about copyright violations.

51. After choosing a song, you can click on the **Back** button to re-edit your presentation or you can click **Next** to end your session. Select how you want to save your story. In this example, the movie will be saved for playback on my computer.



52. After selecting where you want to save the movie, **Browse** to the location you want to save the movie. As far as the Settings button, I generally leave the default at (640 X 480). If you want to change those dimensions, explore the Setting's options. When you are ready, click on the **Next** button to save the movie. It may take a while to load if you have music in your presentation.
53. Afterwards, the following window will pop up. You might want to resave your project.

